

**APPRAISAL INFORMATION SHEET ATTACHMENT TO
STANDARD STATEMENT OF WORK (SOW)**

Borrower's Name: _____

Property Name: _____

Property Street Address: _____

City: _____, ND ZIP: _____

MFH Case and Project Numbers: _____

Property Contact (Name & Phone #): _____

Property Description:

Family _____ Elderly _____ Congregate _____ Off-Farm/On-Farm Labor Housing _____

Number of Buildings: _____ Number of Stories: _____

Number of Apartments by Type, Rents, and Utility Allowance					
# of Apartments	Type of Bedrooms	Basic Rents	LIHTC Rents	Section 8 Rents	Utility Allowance
	BR	\$	\$	\$	\$
	BR	\$	\$	\$	\$
	BR	\$	\$	\$	\$
	BR	\$	\$	\$	\$
	BR	\$	\$	\$	\$

Rental Assistance: Existing number of RA units _____ Total proposed number of RA units _____

Utilities: (Paid by Tenant): \$ _____ Electricity \$ _____ Gas \$ _____ Water/Sewer
\$ _____ Trash \$ _____ Other(description) _____

(Paid by Project): \$ _____ Electricity \$ _____ Gas \$ _____ Water/Sewer
\$ _____ Trash \$ _____ Other(description) _____

Property Status: _____ Existing Property Year Constructed _____
_____ Program Eligible
_____ Non-Program Property
_____ Proposed Property
_____ Estimated Completion Date

Project Financing: Attach a list of existing and proposed financing sources with detailed descriptions of the terms for each; e.g., amount of financing, loan balance, interest rate, loan term, remaining loan term, amortization period, and payment. Include copies of the award or commitment documents for leveraged funding.

Appraisal Package Checklist To Be Provided To The Contracting Officer Representative (COR) By The Area Office (Attach Documentation As Applicable):

- ___ Sales contract or purchase agreement
- ___ Legal description for the property to be appraised
- ___ Rural Development mortgage
- ___ Housing Assistance Program (HAP) contract (if applicable)
- ___ Description of restrictive-use covenants
- ___ Environmental report (TSQ by staff)
- ___ Lead-based paint inspection report
- ___ Rural Development unit-by-unit inspection
- ___ Market study
- ___ Plat survey by engineer
- ___ Site plan
- ___ Floor plans
- ___ Description of the property as provided by the project architect
- ___ Applicants waiting list (names removed)
- ___ Approved proposed budget for current year
- ___ Budget history for property from 3 previous years. (MFIS Report FIN1700),
- ___ Operating statements for five expense comparables from last full year (names and addresses of properties deleted; number and size of apartments included)
- ___ AMAS screen M1FI (Inquire on Loan) for all loans
- ___ AMAS screen M1XI (Accrual Calculation Request) for all loans and all cost items
- ___ AMAS screen M1BI (Inquire on Rental Assistance Obligations) for all loans
- ___ AMAS screen M1UI (Inquire on Project Characteristics) for all loans
- ___ Project Worksheets (with names removed) for each Month for past 12 months (MFIS Report PRJ2000)
- ___ Occupancy Trend Report (MFIS Report PRJS4200)
- ___ Rent Change Summary (MFIS Report PRJS3000)
- ___ Vacancy Summary (MFIS Report PRJS4100)
- ___ Borrower/Project Identification (MFIS Report BOR2000)

- _____ Plans, specifications, and cost estimates (new construction)
- _____ Form RD 1924-13, Estimate and Certification of Actual Cost (rehabilitation)
- _____ Sources and Uses Comprehensive Evaluation (SAUCE Report)
- _____ Ownership history for past three years
- _____ Project self-evaluation, transition plan, and estimate to cure non-compliance architectural barrier for accessibility

Intended Use of Appraisal(s): _____ Loan Making (for collateral purposes)
_____ Loan Servicing
_____ Foreclosure
_____ Disposition of Inventory Property

Contiguous Site: _____ One loan
_____ More than one loan
List loan numbers: _____
If separate values are needed, identify the individual tracts on separate sheet of paper.

Non-Contiguous Site: _____ One loan
_____ More than one loan
List loan numbers: _____
If separate values are needed, identify the individual tracts on separate sheet of paper.

TO BE COMPLETED BY THE STATE APPRAISER

Client: Rural Development, Box 1737, Bismarck, ND 58502-1737

Contact: W. Sterling Breuer, COR, Phone: 701-530-2047, FAX: (701)530-2111; e-mail:
sterling.breuer@ND.usda.gov

Intended Users of Appraisal(s):

- _____ USDA Rural Development
- _____ North Dakota Housing Finance Agency (NDHFA)
- _____ The borrower to obtain tax credits and/or for interim financing
- _____ Insurance Proceeds
- _____ Other Leveraged Funding Sources: _____

Purpose of Appraisal(s): To submit supported opinions of the required values(s), in conformity with USPAP and the appraisal policy of Rural Development

Property Interest Appraised:

_____ fee simple estate, as restricted, subject to short-term leases

_____ fee simple estate, as conventional or unrestricted, subject to short-term leases

Value Types Required:

_____ Prospective market value, subject to restricted rents, of the fee simple estate, as restricted, subject to short-term leases, as of completion of the construction

_____ “As Is” market value, subject to restricted rents, of the fee simple estate, as restricted, subject to short-term leases.

_____ Value of interest credit subsidy from the USDA Rural Development assumed loan

_____ Value of interest credit subsidy from the USDA Rural Development new loan

_____ Value of favorable financing from leveraged funding sources as applicable

_____ Value of the USDA Rural Development Section 516/514 grant (Labor Housing)

_____ Value of grant funds from _____

_____ Value of NDHFA Low Income Housing Tax Credits (LIHTC)

_____ Market value, as conventional or unrestricted, subject to short-term leases

_____ Liquidation value

_____ Insurable value

_____ Value-in-Use (on-farm labor housing only)

Approaches to Value:

_____ Cost Approach

_____ Income Approach

_____ Sales Comparison Approach

Assumptions, hypothetical conditions, and limiting conditions: _____

Number of Copies: _____

Mail Appraisal Reports to: W. Sterling Breuer, COR, Rural Development, P.O. Box 1737, Bismarck, ND 58502 or email to sterling.breuer@nd.usda.gov